

CLASSIFICATION: MEDIA GENERALIST I

Class Code: 6160-17

Date Established: 06-10-80

Occupational Code: 7-3-5

Date of Last Revision: 10-14-13

BASIC PURPOSE: To supervise the operation of an institution library and/or to provide audio-visual and media services for an institution library or agency training program.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Maintains and operates an institution library with the responsibility for purchasing, cataloging, circulating and providing library and reader services.
- Participates in planning and making of video and digital recordings, including script, camera, sound or editing work.
- Prepares displays of books and other reading material in order to stimulate interest in books and reading.
- Assists residents and patients in the use of library resources and equipment, provides therapeutic interaction, and models appropriate behaviors.
- Operates and maintains computer workstations, 35mm digital or film camera, slide and LCD projection equipment, digital recording equipment, and videotape, CD and DVD equipment.
- Develops a list of materials for purchase to maintain an up-to-date reference and multimedia center.
- Maintains current listing of inventory contained in the library and media center.
- Keeps records of all material that enters, circulates, or leaves the library in order to minimize loss and maximize accountability.
- Supervises and trains library assistants in proper procedures and techniques, and maintains library standards.

DISTINGUISHING FACTORS:

Skill: Requires skill in developing formats and procedures for special applications OR in investigating and reviewing the use of equipment and data for a specialized function.

Knowledge: Requires knowledge of business practices and procedures or technical training in a craft or trade, including working from detailed instructions, to apply knowledge in a variety of practical situations.

Impact: Requires responsibility for contributing to immediate, ongoing agency objectives by facilitating the direct provision of services to the public or other state agencies. Errors at this level result in inaccurate reports or invalid test results and require significant investment of time and resources to detect.

Supervision: Requires direct supervision of other employees doing work which is related or similar to the supervisor, including scheduling work, recommending leave, reviewing work for accuracy, performance appraisal, or interviewing applicants for position vacancies.

Working Conditions: Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements and little risk of hazard to physical or mental health.

Physical Demands: Requires medium work, including continuous strenuous activities such as frequent reaching, bending, or lifting as well as performing work activities which require fine manual dexterity or coordination in operating machines or equipment.

Communication: Requires summarizing data, preparing reports and making recommendations based on findings which contribute to solving problems and achieving work objectives. This level also requires presenting information for use by administrative-level managers in making decisions.

Complexity: Requires a combination of job functions to establish facts, to draw daily operational conclusions, or to solve practical problems. This level also requires providing a variety of alternative solutions where only limited standardization exists.

Independent Action: Requires a range of choice in applying a number of technical or administrative policies under general direction and in making routine decisions or in recommending modifications in work procedures for approval by supervisor.

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree from a recognized college or university with a major in library science, education, communications or a field related to the primary activity of the institution to which the position is assigned. Each additional year of approved formal education may be substituted for one year of required work experience.

Experience: One year of experience in library or media program work in such areas as processing, circulation of materials, dissemination of information, preparation of instructional materials, and operation and utilization of specialized technological services. Each additional year of approved work experience may be substituted for one year of required formal education.

License/Certification: None required.

RECOMMENDED WORK TRAITS: Thorough knowledge of modern library methods and procedures. Thorough knowledge of equipment methods, techniques and materials used in the operation and maintenance of audio-video digital recording and reproducing equipment. Knowledge of sources and procedures used in reference and bibliographic research. Knowledge of reader interest levels in relation to library patrons. Working knowledge of reference books and other information sources. Ability to instruct and supervise employees, residents, and assistants in the use of library facilities including card catalogs, reference aids, computer workstations, and audio visual equipment. Ability to establish and maintain effective working relationships with professional and non-professional personnel, and residents with special needs. Ability to communicate effectively both orally and in writing. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.